

PEDS Data Entry Training

Group Activities Direct Service Data

Statewide Data Collection
and Evaluation of First 5
California Funded
Programs



Group Activities Direct Service Data

Goals of training

- To define “direct service data for group activities.”
- To learn how to create groups and add participants.
- To learn how to enter direct service data for groups into PEDS.
- To learn how to edit and delete direct service data for groups in PEDS.

Group Activities Direct Service Data Definition

Information about a service delivered to multiple families or groups of individual clients. Services are typically delivered as class/workshop, support group, or mobile service.

The Group Activities Direct Services data collection tools collect information on:

- **When** services were delivered.
- **What** and **how** activities were provided (modalities).
- **Who** received the services (participants).

Group Activities Direct Service Data

Group service details

Enter service details for groups in these steps:

1. Create a group.
2. Assign participants to the group.
3. Enter the service details.

For services delivered to individuals or families, refer to “Individual and Family Direct Service Data.”

How do I create a group in PEDS?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Proposition 10
Evaluation Data System

Main Menu

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) [Program Setup](#) [User Type Selection](#)

Please select a Reporting Period: 2004-2005 Fiscal Year

Activities (Aggregate Data)
View Data Within Date Range (mm/dd/yyyy):
Start Date: 03/14/2005 End Date: 03/28/2005
Enter/View Data for Strategy:
Direct Service Provider Capacity Building
Nonduplicated Counts Infrastructure Investments
Community Strengthening Systems Change Activities

Achievement Milestones
View Data Within Date Range (mm/dd/yyyy):
Start Date: 03/14/2005 End Date: 03/28/2005
Enter/View Data

Funds Spent
By Strategy

(Individual Data)
Add a New Core Participant:
Core Prenatal Parent Core Child 0-5 and Guardian
Add a New Non-Core Participants:
Non-Core Guardian Non-Core Child 0-5
Search For Participant:
Last Name: Gender: Type: Status: Search

Group Service Details
View Data Within Date Range (mm/dd/yyyy):
Start Date: 03/14/2005 End Date: 03/28/2005
Enter/View Data Design Groups

Click **Design Groups**.

Done /28/2005 11:47:52 AM HELP! Trusted sites

How do I create a group in PEDS?

The screenshot shows the 'FIRST 5 CALIFORNIA' web application interface for creating a group. The top navigation bar includes 'Main Menu', 'Groups', and 'Help'. The main heading is 'Groups'. A table at the top has columns 'Name' and 'Sort Order', with a single row containing '1'. Below this is the 'Group Information' form. It includes fields for 'Name' (containing 'Bayview Elementary School -'), 'Description' (containing 'Ms. Markens AM preschool cl'), and 'Sort Order' (containing '2', which is circled in red). There is also a 'Deactivate' checkbox. At the bottom right are 'Add' and 'Refresh' buttons. Three callout boxes provide instructions: one points to the 'Name' and 'Description' fields, another points to the 'Sort Order' field, and a third points to the 'Add' button.

Enter group **Name** and **Description** (optional).

Enter a **Sort Order** number to manually order the names of clients in the group.

Click **Add**.

Name	Sort Order
	1

Group Information

Name: Bayview Elementary School -

Description: Ms. Markens AM preschool cl

Sort Order: 2

Deactivate: ☐

Add Refresh

How do I assign participants to a group in PEDS?

The screenshot shows the 'FIRST 5 CALIFORNIA' Groups interface. At the top, there is a navigation bar with 'Main Menu', 'Groups', and 'Help'. Below this, the 'Groups' section is active. A table lists two groups: 'Bayview Elementary School - Preschool Class Morning Session' with a 'Sort Order' of 2, and 'Mommy & Me Play Group' with a 'Sort Order' of 1. A callout bubble points to the first group with the text 'Select the group from browser.' Below the table is the 'Group Information' section for the selected group. It contains fields for 'Name' (Bayview Elementary School - Preschool Class Morning Session), 'Description' (Ms. Markens AM preschool class.), 'Sort Order' (2), and a 'Deactivate' checkbox. A callout bubble points to the 'Group Participants' button at the bottom with the text 'Click Group Participants.' The bottom of the interface shows a status bar with 'Done', a lock icon, and 'Trusted sites'.

Group Name	Sort Order
Bayview Elementary School - Preschool Class Morning Session	2
Mommy & Me Play Group	1

Group Information

Name: Bayview Elementary School - Preschool Class Morning Session

Description: Ms. Markens AM preschool class.

Sort Order: 2

Deactivate: ☐

Buttons: Delete, Edit, Refresh, **Group Participants**

How do I assign participants to a group in PEDS?

Use the filters to display participants in the browser by last name.

Group Participants

Last Name: Go

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Gender: Type:

Include	Name	DOB	Gender	Participant Type
<input type="checkbox"/>	Jones, Richard	05/01/1976	Male	Guardian
<input checked="" type="checkbox"/>	Randall, John	05/05/2003	Male	Child
<input type="checkbox"/>	Richardson, Rennie	07/05/1980	Female	Guardian
<input checked="" type="checkbox"/>	Richardson, Susie	07/05/2004	Female	Child
<input checked="" type="checkbox"/>	Rothenberger, Helen	08/01/1975	Female	Guardian
<input type="checkbox"/>	Smith, John	05/04/1972	Male	Guardian

Select participants to be included in the group by clicking the appropriate checkboxes.

Click **Save**.

SAVE

How do I enter group service details into PEDS?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu

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Please select a Reporting Period: 2004-2005 Fiscal Year

Activities (Aggregate Data)
View Data Within Date Range (mm/dd/yyyy):
Enter/View Data

Achievement Milestones
View Data Within Date Range (mm/dd/yyyy):
Start Date: 03/14/2005 End Date: 03/28/2005
Enter/View Data

Funds Spent
By Strategy

(Individual Data)
Add a New Core Participant:
Core Prenatal Parent Core Child 0-5 and Guardian
Add a New Non-Core Participants:
Non-Core Guardian Non-Core Child 0-5
Search For Participant:
Last Name: Gender: Type: Status: Search

Group Service Details
View Data Within Date Range (mm/dd/yyyy):
Start Date: 03/14/2005 End Date: 03/28/2005
Enter/View Data Design Groups

User: sanders.mary (0 login attempts since 3/28/2005 11:47:52 AM)
User Type: Funded Program User
Funded Program: Mayberry Resource Center

HELP!

Done Trusted sites

How do I enter group service details into PEDS?

The screenshot shows the 'Group Service Details' form in the FIRST 5 CALIFORNIA system. The form is divided into several sections: 'Group Information', 'Modality Information', 'Date/Duration Information', and 'Location Information'. A red oval highlights the 'Group' and 'Modality' fields. A callout points to the 'Group' field, and another points to the 'Modality' field. A third callout points to the 'Next' button. The 'Date/Duration Information' section contains fields for 'Date', 'Start Date', 'End Date', 'Duration/Amount Type', 'Avg. Duration/Amount', and 'Occurrences/Events (#)'. The 'Location Information' section contains an 'Activity Location' field. The form is titled 'Group Service Details' and has a 'Main Menu' button in the top right corner.

Group Service Details

Strategy: Direct Service

Modality: Start Date: 04/25/2005

Modality

Select the **Group** from the drop-down menu.

Enter the service detail information.

Group Information

Group: Bayview Elementary School - Preschool Class Morning Session

Modality Information

Modality: 06 - Class/workshop

Date/Duration Information

Date (mm/dd/yyyy) Or Start Date (mm/dd/yyyy) 10/01/2004 End Date (mm/dd/yyyy) 10/31/2004

Duration/Amount Type: Hours Avg. Duration/Amount: 4 Occurrences/Events (#): 20

Location Information

Activity Location:

Refresh Next

Click **Next**.

How do I enter group service details into PEDS?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Help

Group Service Details

Strategy: Direct Service

Modality: [Dropdown] Start Date: 04/25/2005 End Date: 05/09/2005 Go

Group: [Dropdown] M: [Dropdown]

No Records Found

Enter the activity Information.

Group/Modality Information	Activity Information	Case Notes
Group: Bayview Elementary School - Preschool Class Mon-Fri 8:30am-12:30pm		
Modality: 06 - Class/workshop		
Activities: <input type="radio"/> Show All <input checked="" type="radio"/> Focused Listing <input type="button" value="Select All"/>		
Family Support, Education, and Services		
<input type="checkbox"/> Community resource and referral (to health and social services)		
<input checked="" type="checkbox"/> Enrollment/assistance with TANF, WIC, Food Stamps, or food program		
<input type="checkbox"/> Provision of food, clothes, emergency funds, housing, or other basic needs		
<input checked="" type="checkbox"/> Parenting education (includes programs for teens)		
Health Education and Services		
<input type="checkbox"/> Health insurance enrollment/assistance		
<input type="checkbox"/> Breastfeeding assistance		

Refresh Previous Next

Click Next.

Done Trusted sites

How do I enter group service details into PEDS?

The screenshot shows the 'FIRST 5 CALIFORNIA' web application interface. At the top, there's a 'Main Menu' and 'Help' link. Below is the 'Group Service Details' section. A 'Modality' dropdown is set to 'State'. A 'Group' dropdown is empty, and below it, it says 'No Records Found'. A tabbed interface shows 'Group/Modality Information', 'Activity Information', 'Participants', and 'Case Notes'. The 'Participants' tab is active, showing a table with columns 'Service Contacts' and 'Guardians'. The table lists three participants: Helen Rothenberger (08/01/197...), John Randall (05/05/2003), and Susie Richardson (07/05/2004). The count for John Randall is 18, and for Susie Richardson is 19. A 'Select All' button is next to the 'Participants' label. At the bottom, there are 'Refresh', 'Previous', and 'Next' buttons. A status bar at the very bottom shows 'Done' and 'Trusted sites'.

Click **Select All** to prepopulate the count of service contacts for each group member with the number of occurrences entered on the previous **Service Details** screen.

Modify the count for participants who did not attend all occurrences. Enter **0** if the group member did not participate at all.

Click **Next**.

Service Contacts	Guardians
20	Rothenberger, Helen (08/01/197...)
18	Randall, John (05/05/2003)
19	Richardson, Susie (07/05/2004)

How do I enter group service details into PEDS?

The screenshot shows the 'Group Service Details' page of the FIRST 5 CALIFORNIA website. The page has a blue header with the logo and navigation links. Below the header, there are tabs for 'Group/Modality Information', 'Participant Information', and 'Case Notes'. The 'Case Notes' tab is selected, showing a text area with the text 'The children have started to bond with Ms. Marks and each other during this past month.' Below the text area are three buttons: 'Refresh', 'Previous', and 'Save'. A light blue speech bubble points to the 'Notes' text area with the text 'Enter Notes (optional).'. A larger blue cloud-shaped callout points to the 'Case Notes' tab with the text 'These case notes will appear in the records of all group members.' A light blue speech bubble points to the 'Save' button with the text 'Click Save.'.

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Help

Group Service Details

Strategy: Direct

Modality: Start Date: Modality:

Enter **Notes** (optional).

These case notes will appear in the records of all group members.

Group/Modality Information Participant Information **Case Notes**

Notes:

The children have started to bond with Ms. Marks and each other during this past month.

Click **Save**.

Refresh Previous Save

Done Trusted sites

Direct Service Data for Group Activities

Viewing service data

The screenshot displays the 'Service Details' page for a participant. The page includes a sidebar with navigation links: Participant Profile, Special Needs, Intake or Follow-up Due, Intake/Follow-up, Consent/AB-99, Demographics, Address, and Case Notes. The main content area shows a table of service details with columns for Modality and Date/Date Range. Below this, there are tabs for Modality Information, Activity Information, and Case Notes. The Modality Information section shows a dropdown for Modality (06 - Class/workshop) and a section for Date/Duration Information with fields for Date, Start, End Date, Duration/Amount Type, and Occurrences/Events. The Activity Information section shows a dropdown for Activity Location (Mayberry Resource Center). A speech bubble points to the table, stating: 'The service detail will appear in each group participant's record.' A red octagon points to the sidebar, stating: 'Group records may not be edited in an individual participant's record.' A blue cloud points to the Date/Duration Information fields, stating: 'Fields are deactivated (grayed out).' The page also includes a 'Refresh' button and a 'Next' button.

FIRST 5 CALIFORNIA Statewide Data Collection and Evaluation
Richardson, Su

Menu Browser Family Members

Service Details

Modality: Start Date: 01/23/2004 End Date: 02/06/2006 Go

Modality	Date/Date Range
Class/workshop	12/01/2005 - 12/31/2005
Case management	09/01/2005 - 09/30/2005

Modality Information Activity Information Case Notes

Modality Information

Modality: 06 - Class/workshop

Date/Duration Information

Date: (mm/dd/yyyy) Or Start: (mm/dd/yyyy) 12/01/2005 End Date: (mm/dd/yyyy) 12/31/2005

Duration/Amount Type: Hours Avg. 3 Occurrences/Events (#) 4

Location Information

Activity Location: Mayberry Resource Center

Refresh Next

Trusted sites

How do I edit group service details in PEDS?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu

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Please select a Reporting Period: 2004-2005 Fiscal Year

Activities (Aggregate Data)
View Data Within Date Range (mm/dd/yyyy):
Start Date: 03/14/2005 End Date: 03/28/2005
Enter/View Data

Achievement Milestones
View Data Within Date Range (mm/dd/yyyy):
Start Date: 03/14/2005 End Date: 03/28/2005
Enter/View Data

Funds Spent
By Strategy

(Individual Data)
Add a New Core Participant:
Core Prenatal Parent Core Child 0-5 and Guardian
Add a New Non-Core Participants:
Non-Core Guardian Non-Core Child 0-5
Search For Participant:
Last Name: Gender: Status: Type: Search

Group Service Details
View Data Within Date Range (mm/dd/yyyy):
Start Date: 03/14/2005 End Date: 03/28/2005
Enter/View Data Design Groups

User: sanders.mary (0 login attempts since 3/28/2005 11:47:52 AM)
User Type: Funded Program User
Funded Program: Mayberry Resource Center

HELP!

Done Trusted sites

How do I edit group service details in PEDS?

First 5 Main Menu

Group Service Details

Strategy: Direct Service

Modality: Start Date: 01/23/2004 End Date: 02/06/2006 **Go**

Group	Modality	Date/Date Range
Bayview Elementary School - Preschool Class Morning Session	Class/workshop	12/01/2005 - 12/31/2005
Mommy & Me Play Group	Class/workshop	10/15/2005

Group/Modality Information **Activity Information** **Participants** **Case Notes**

Group Information

Group: Bayview Elementary School - Preschool Class Morning Session

Modality Information

Modality: 06 - Class/workshop

Date/Duration Information

Date (mm/dd/yyyy): Or Start Date (mm/dd/yyyy): 12/01/2005 End Date (mm/dd/yyyy): 12/31/2005

Duration/Amount Type: Hours Avg. Duration/Amount: 3 Occurrences/Events (#): 4

Location Information

Activity Location: Mayberry Resource Center

Delete **Refresh** **Next**

Select the entry you wish to edit.

To find activities from an earlier reporting period, change the **Start Date** and click **Go**.

Make necessary changes to group Modality Information, and click **Next**.

How do I edit group service details in PEDS?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Help

Group Service Details

Strategy: Direct Service

Modality: Start Date: 04/25/2005 End Date: 05/09/2005

Group	Modality	Date/Date Range
No Records Found		

Group/Modality Information Activity Information Participants Case Notes

Group: Bayview Elementary School - Preschool Class Morning Session
Modality: 06 - Class/workshop

Activities: ☐ Show All ☒ Focused Listing

Family Support, Education, and Services

- ☐ Community resource and referral (to health and social services)
- ☒ Enrollment/assistance with TANF, WIC, Food Stamp, etc.
- ☐ Provision of food, clothes, emergency funds, housing, etc.
- ☒ Parenting education (includes programs for teens)

Health Education and Services

- ☐ Health insurance enrollment/assistance
- ☐ Breastfeeding assistance

Make necessary changes to Activity Information, and click **Next**.

How do I edit group service details in PEDS?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Help

Group Service Details

Strategy: Direct Service

Modality: Start Date: 04/25/2005 End Date: 05/09/2005

Group	Modality	Date/Date Range
No Records Found		

Group/Modality Information Activity Information Participants Case Notes

Participants:

Service Contacts	Guardians
20	Rothenberger, Helen (08/01/1975)
18	Randall, John (05/05/2003)
19	Richardson, Susie (07/05/2004)

Done Trusted sites

Make necessary changes to Participant Information, and click **Next**.

How do I edit group service details in PEDS?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu Help

Group Service Details

Strategy: Direct Service

Start Date: 04/25/2005 End Date: 05/09/2005 Go

Modality Date/Date Range

Group Information Activity Information Participants Case Notes

Notes:

The children have started to bond with Ms. Marks and each other during this past month.

Refresh Previous Save

Done Trusted sites

How do I delete group service details in PEDS?

FIRST 5 CALIFORNIA
Statewide Data Collection and Evaluation

Main Menu

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Please select a Reporting Period: 2004-2005 Fiscal Year

Activities (Aggregate Data)
View Data Within Date Range (mm/dd/yyyy):
Start Date: 03/14/2005 End Date: 03/28/2005
Enter/View Data

Individual Data
Add a New Core Participant:
Core Prenatal Parent Core Child 0-5 and Guardian
Add a New Non-Core Participants:
Non-Core Guardian Non-Core Child 0-5
Search For Participant:
Last Name: Gender: Status: Type: Search

Achievement Milestones
View Data Within Date Range (mm/dd/yyyy):
Start Date: 03/14/2005 End Date: 03/28/2005
Enter/View Data

Funds Spent
By Strategy

Group Service Details
View Data Within Date Range (mm/dd/yyyy):
Start Date: 03/14/2005 End Date: 03/28/2005
Enter/View Data Design Groups

User: sanders.mary (0 login attempts since 3/28/2005 11:47:52 AM)
User Type: Funded Program User
Funded Program: Mayberry Resource Center

HELP!

Done Trusted sites

How do I delete group service details in PEDS?

The screenshot shows the 'FIRST 5 CALIFORNIA' web application interface for 'Group Service Details'. The main menu includes 'Main Menu' and 'Help'. The page title is 'Group Service Details'. Below the title, there is a 'Strategy: Direct Service' section with a 'Modality' dropdown, 'Start Date' (01/23/2006), 'End Date' (02/06/2006), and a 'Go' button. A table lists group services:

Group	Modality	Date/Date Range
Bayview Elementary School - Preschool Class Morning Session	Class/workshop	12/01/2005 - 12/31/2005
Mommy & Me Play Group	Class/workshop	10/15/2005

A 'Microsoft Internet Explorer' dialog box is open in the center, asking 'Are you sure you want to delete this record?' with 'OK' and 'Cancel' buttons. A speech bubble points to the 'Delete' button at the bottom right of the application. Another speech bubble points to the 'OK' button in the dialog box. A third speech bubble points to the first entry in the table.

1. Select the entry you wish to delete.

2. Click **Delete**.

3. Click **OK**.

Buttons at the bottom: Delete, Refresh, Next.

Page status bar: Done, Trusted sites.

Group Activities Direct Service Data

Applicable reports

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Statewide Data Collection and Evaluation


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Direct Services (Aggregates)	Community Strengthening Efforts
Direct Services (Individual)	Provider Capacity Building/Support
Direct Services (All)	Infrastructure Investments
Direct Service Contacts	Systems Change Support Activities
Direct Services Data Export (Individual)	

Participant Data	Outcome Data (Core)
Direct Service Contacts by Demographics	Intake Report
Nonduplicated Participant Counts	Intake / Follow-up Report
Counts of Participants (Some Duplication)	Pivot Table Report
Nonduplicated Participant Count by Service	Intake/Follow-up Due Report
Participant Detail Data Export (Individual)	Intake / Follow-up Schedule



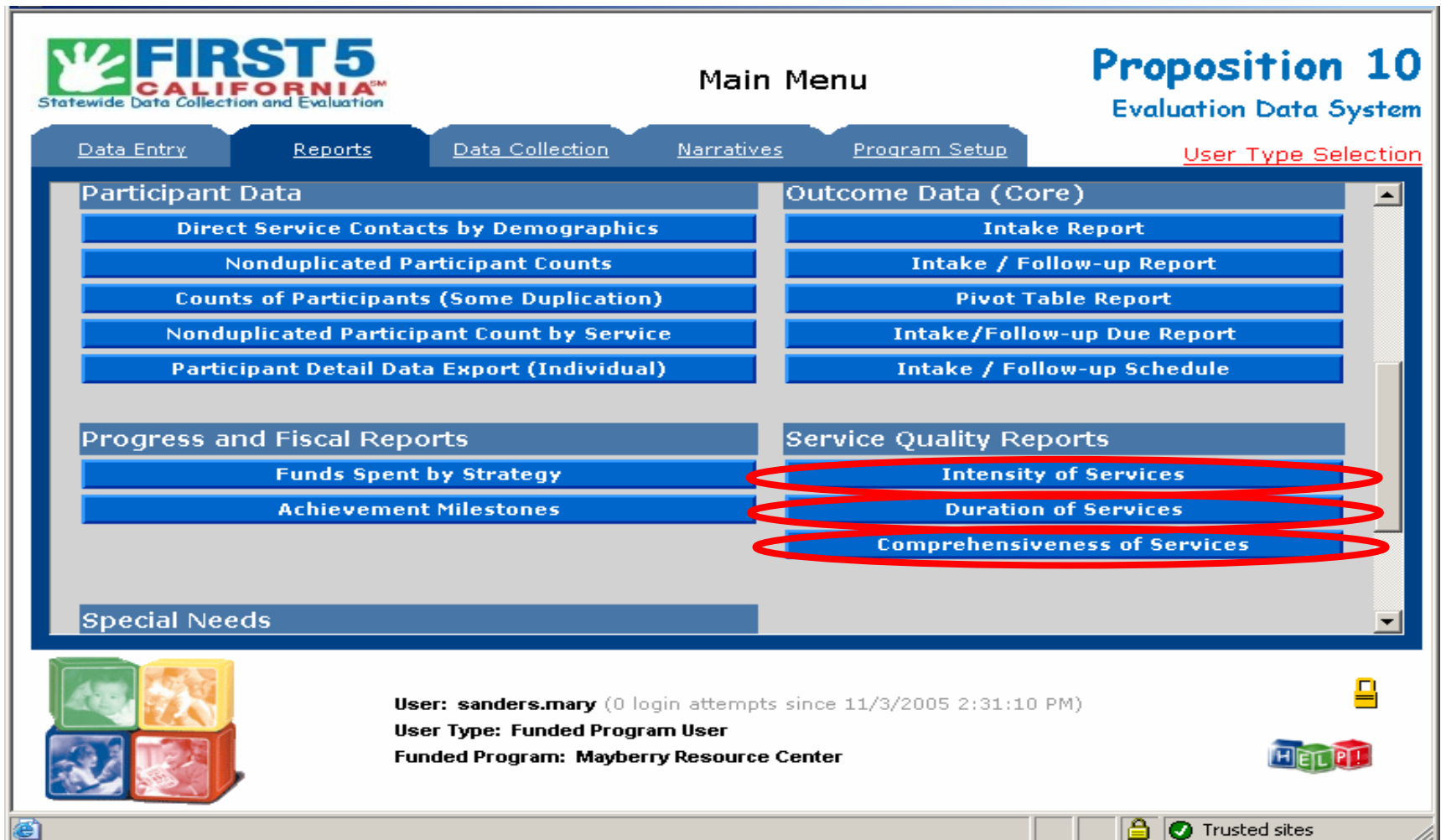
User: sanders.mary (0 login attempts since 11/3/2005 2:31:10 PM)
User Type: Funded Program User
Funded Program: Mayberry Resource Center



Done | Trusted sites

Group Activities Direct Service Data

Applicable reports (continued)



The screenshot displays the 'Main Menu' of the 'Proposition 10 Evaluation Data System'. The interface features a top navigation bar with tabs for 'Data Entry', 'Reports', 'Data Collection', 'Narratives', and 'Program Setup'. The 'Reports' tab is currently selected. Below the navigation bar, the menu is organized into several categories:

- Participant Data**: Includes 'Direct Service Contacts by Demographics', 'Nonduplicated Participant Counts', 'Counts of Participants (Some Duplication)', 'Nonduplicated Participant Count by Service', and 'Participant Detail Data Export (Individual)'.
- Outcome Data (Core)**: Includes 'Intake Report', 'Intake / Follow-up Report', 'Pivot Table Report', 'Intake/Follow-up Due Report', and 'Intake / Follow-up Schedule'.
- Progress and Fiscal Reports**: Includes 'Funds Spent by Strategy' and 'Achievement Milestones'.
- Service Quality Reports**: Includes 'Intensity of Services', 'Duration of Services', and 'Comprehensiveness of Services'.
- Special Needs**: A category with no visible reports.

At the bottom of the screen, user information is displayed: 'User: sanders.mary (0 login attempts since 11/3/2005 2:31:10 PM)', 'User Type: Funded Program User', and 'Funded Program: Mayberry Resource Center'. A 'HELP!' icon is visible in the bottom right corner. The system status bar at the very bottom indicates 'Trusted sites'.

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Evaluation Data System

Main Menu

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Participant Data

- Direct Service Contacts by Demographics
- Nonduplicated Participant Counts
- Counts of Participants (Some Duplication)
- Nonduplicated Participant Count by Service
- Participant Detail Data Export (Individual)

Outcome Data (Core)

- Intake Report
- Intake / Follow-up Report
- Pivot Table Report
- Intake/Follow-up Due Report
- Intake / Follow-up Schedule

Progress and Fiscal Reports

- Funds Spent by Strategy
- Achievement Milestones

Service Quality Reports

- Intensity of Services
- Duration of Services
- Comprehensiveness of Services

Special Needs

User: sanders.mary (0 login attempts since 11/3/2005 2:31:10 PM)
User Type: Funded Program User
Funded Program: Mayberry Resource Center

HELP!

Trusted sites

Group Activities Direct Service Data

Summary of data entry

To Create a Group

- From Main Menu, click **Design Groups**.
- Enter group **name** and **description** (optional).
- Enter a **Sort Order** number (optional).
- Click **Add**.

To Assign Participants

- Select group from browser.
- Click **Group Participants**.
- Select participants by clicking checkboxes.
- Click **Save**.

To Enter Group Services

- From Main Menu, click **Enter/View Data**.
- Select **Group** from the drop-down menu.
- Enter service detail information, click **Next**.
- Enter activity information, click **Next**.
- Enter participant counts, click **Next**.
- Enter case note information (optional), Click **Save**.

Group Activities Direct Service Data

Summary of data entry (continued)

To Edit Group Services

- From Main Menu, click **Enter/View Data**
- Select entry to be edited.
- Make necessary changes to **Modality, Activity, and Participant Information**, click **Next**.
- Make necessary changes to **Notes** (optional).
- Click **Save**.

To Delete Group Services

- From Main Menu, click **Enter/View Data**.
- Select entry to be deleted.
- Click **Delete**.
- Click **OK** to confirm deletion.